



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 1.1

**Subject: Department of Children's Services Policy
Development and Review Process**

Supersedes: DCS 1.1, 10/01/02

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 04/01/97

Revision date: 08/01/03

Application

To All Department of Children's Services Employees and Applicable Contract Providers

Authority: TCA 37-5-106, 37-5-112

Policy

All Department of Children's Services policies shall be formulated by DCS employees and reviewed and approved by all assistant commissioners, regional administrators, youth development center superintendents, community residential facility supervisors, general counsel/designees, directors and other employees as appropriate. DCS policies and procedures shall be updated and revised immediately as necessary when State and Federal Laws/Rules, judicial mandates or departmental procedures are changed or revised. DCS policies and procedures shall be considered final upon the approval and signature of the Commissioner and shall be disseminated to all DCS employees and applicable contract providers. A comprehensive review of all departmental policies and procedures shall be performed annually and policies revised accordingly, as outlined in the [Manual For Developing Policies and Procedures](#).

Procedures

**A. Responsibilities
of the
departmental
policy coordinator**

1. The departmental policy coordinator shall:
 - a) Create and edit draft policy documents;
 - b) Revise existing DCS Policies and Procedures;
 - c) Coordinate and facilitate the policy review, circulation

and revision process;

- d) Maintain and track policies in the review and development process,
- e) Maintain development files on all new drafted and revised policies;
- f) Maintain historical files on each approved policy;
- g) Manage and maintain DCS Policies and Procedures via DCS Internet;
- h) Develop, maintain and revise annually the [Manual for Developing Policies and Procedures](#);
- i) Maintain a current set of official policy binders and indexes;
- j) Promptly inform employees of new policies, policy revisions and updates; and
- k) Participate in policy work group meetings as necessary.

- 2. The [Manual For Developing Policies and Procedures](#) must outline all areas of the policy development, review and approval process. It must also specify the requirements for manuals, policy revisions, local policies, forms, and the time frames for each process.

B. Local policies

If a DCS policy does not cover a subject or procedure that is unique to a particular region, facility or DCS office, a local policy may be formulated to identify the procedures and steps to further expand the policy. See the steps on developing local policies and procedures in the [Manual For Developing Policies and Procedures](#).

C. Employee access

All DCS offices, facilities and contract provider locations must provide employees access to all DCS policies and procedures by providing policy and procedure manuals and/or the technology necessary for DCS policies and procedures to be accessed via the DCS Internet.

D. Responsibilities of managers and supervisory

- 1. Managers or designated supervisory employees shall be responsible for the communication, training, annual review, and interpretation of policies and procedures for their

employees

employees.

2. Managers or designated supervisory employees shall ensure that after training and interpretation has been completed, employees shall sign forms CS-0479, *Verification of Policy Understanding (Multiple Employees)*, or CS-0481, *Verification of Policy Understanding (Individual Employee)* verifying that they have/had:
 - a) Read and understand DCS policies and procedures,
 - b) An opportunity to ask questions for clarification,
 - c) Acknowledgement of the location of policy and procedure manuals at their worksite and/or how to access policies and procedures via DCS Internet.

E. Public access

DCS policies and procedures are accessible on the DCS Internet Web Site.

Forms

- CS-0481 Verification of Policy Understanding (Individual Employee)
- CS-0479 Verification of Policy Understanding (Multiple Employees)

Collateral Documents

Manual For Developing Policies and Procedures

Standards

- 3-JCRF-1A-03
- 3-JCRF-1A-12
- 3-JCRF-1A-13
- 3-JTS-1A-17
- 3-JTS-1A-18
- 3-JTS-1A-19

Glossary

Term	Definition
<i>DPC:</i>	Departmental policy coordinator
<i>Policy:</i>	A course of action adopted by and pursued by an agency that guides and determines present and future decisions and actions. Policies indicate the general course or direction of an organization within which the activities of the personnel must operate. (<i>The American Correctional Association</i>)
<i>Procedure:</i>	The detailed and sequential actions that must be executed to ensure that a policy is implemented. It is the method of performing an operation or a manner of proceeding on a course of action. It differs from a policy in that it directs action required to perform a specific task within the guidelines of the policy. (<i>The American Correctional Association</i>)